



Department of Corrections  
**ADMINISTRATIVE BULLETIN**

**Subject: IDENTIFICATION OF  
STATE PRISON ON ALL  
OUT-GOING CORRESPONDENCE**

**Number:**

**93/28**

**Date Issued:**

**July 21, 1993**

**Cancelled Effective:**

**IDENTIFICATION OF STATE PRISON ON ALL OUT-GOING CORRESPONDENCE**

Effective immediately all outgoing correspondence from institutions including, but not limited to, letters, packages, and parcels are to be clearly identified as originating from a California State Prison facility.

PLEASE ENSURE THAT EACH OUTGOING ARTICLE OF CORRESPONDENCE WHETHER SENT BY STAFF OR AN INMATE IS CLEARLY LABELED OR STAMPED WITH THE WORDS **STATE PRISON** ON THE FACE OF THE ENVELOPE OR PACKAGE

The purpose of this identification is to alert the recipient that the correspondence was mailed from within a correctional setting since the institution's name may not specify that it is a California State Prison. Shown below for your information is a copy of such labeling as presently provided by the California Men's Colony.

**NOTE: PLEASE SEE ORIGINAL AD FOR EXAMPLE OF STAMP EMBLEM.**

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into the appropriate section of the Department Operations Manual. If you have any questions, please contact William B. Anderson, Chief, Institutions Services Unit, at (916) 322-8874 or CALNET 492-8874.

R. H. DENNINGER  
Chief Deputy Director